

STANDARD FORM NO. 64

SECRET**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Chief, Intelligence School**DATE:** 18 June 1957**FROM :** Chief, Administrative Training**SUBJECT:** Weekly Report No. 25, 11 - 18 June 1957

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1. A dispatch and cable presentation for the Comptroller's Office has been arranged for 9 - 11 July and will be run by [] and [] for about [] secretary-stenographers. This presentation will be run with a full day for cables and a full day for dispatches. The practice work will be critiqued on 11 July from 9:00 A. M. to 12:30 P. M. The lecturing and practice work has been extended from a half day to a whole day as it was found on the first running that this presentation was not a refresher as the students had a limited knowledge of the organizational structure of the DD/S and the DD/P and hence could not properly understand authenticating, coordinating and releasing officers. In addition to this, the majority in this group did not understand routing, special and sensitive indicators and code designations as applied to cable and dispatch communications. For this reason, it is believed that this type of presentation must be much more basic and comprehensive than that given in Operations Support and Administrative Procedures as these students have not had the benefit of lectures on organization and inter-related subjects.

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2. The running of Budget & Finance Procedures #3 has been tentatively set for July 8 - 19 inclusive. [] are preparing to teach the new Class B reporting system in this running.

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3. Several files were reviewed to locate a replacement for Miss [] recently returned from her second overseas post, was interviewed and accepted for this position.

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4. [] has returned from his military leave.

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